

# Financial System Management Unit (FSMU)

Finance Division, Ministry of Finance  
Government of Bangladesh

Existing user for the  
same office code (if any)

User ID

Mobile No

## iBAS++ USER REGISTRATION FORM

### *To be completed by User (Applicant)*

Full Name (English) : \_\_\_\_\_

Full Name (Bangla) : \_\_\_\_\_

Title/Designation : \_\_\_\_\_

Email ID : \_\_\_\_\_

Mobile No : \_\_\_\_\_

(Used in Salary Account)

Office Name : \_\_\_\_\_

Office Code :

Ministry

Department

Office

Project Code (if any)

NID No : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_ Date: \_\_\_\_\_

### *To be completed by Applicant's Higher Authority*

#### User Role

☐ Entry

☐ Approve

#### Module Budget

☐ Budget Preparation

☐ Budget Execution

☐ Both

☐ Operating Budget

☐ Development Budget

☐ Both

☐ Read Only  
(Report)

Name of Higher Authority: \_\_\_\_\_ Title/Designation: \_\_\_\_\_  
(Applicant's Higher Authority)

Signature & Seal: \_\_\_\_\_ Date: \_\_\_\_\_ Signature & Seal: \_\_\_\_\_ Date: \_\_\_\_\_  
(Higher Authority) (Budget Desk Officer of FD)

### *To be completed by User FSMU*

Group : ☐ Accounts ☐ Ministry Budget ☐ Dept. Budget ☐ FD Budget Other: \_\_\_\_\_

Allotted ID : \_\_\_\_\_ Create Date: \_\_\_\_\_

Created by :

⇒ Please send the complete form through your Ministry to Budget Officer of FD.

⇒ Please enclose a copy of Applicant's NID.

For any queries please contact : Tel. 02-223389419

## USE OF THIS FORM

The purpose of this form is to register all users that require access to Integrated Budget and Accounting System (iBAS++). All users who need to use iBAS++, including the budget preparation, accounting or budget execution, must complete this form.

The information submitted will be used to build an accurate account of all those officers and staff accessing iBAS++ as to maintain system security.

No user will be granted access without having completed the information requested overleaf, and having had their application approved by their office supervisor.

## CONDITIONS UNDER WHICH APPLICATION IS APPLIED FOR AND IS GRANTED

I (the applicant named overleaf) declare that the information given is correct and I agree to comply with all requirements or any other reasonable conditions that may be imposed by the FSMU in respect of iBAS++ access.

I (the applicant named overleaf) acknowledge that all information of iBAS++ is confidential and unauthorised disclosure, falsifying, damaging or any misuse is an offence.

### **If approved, as an authorised user of iBAS++ you agree to:**

- ♦ Keep secure and not disclose to another person the unique user identifier (User Id) and password allocated to you;
- ♦ Only use the User Id/password to access data in the system that pertains to your role/designation;
- ♦ Notify the FSMU if you suspect that the security of your User Id/password is in any way compromised;
- ♦ Notify the FSMU if you gain access or otherwise receive data that does not pertain to your role/designation;
- ♦ Not falsify or damage any record or information stored in the system or breach any other security procedure;
- ♦ Not copy or distribute system data or applications to any person, machine or media, unless otherwise authorised;
- ♦ Notify the FSMU, if you:
  - Change your current post;
  - Change the address or location of your normal place of connection;
  - Change any other information submitted overleaf.